

(51)

Unit : Office of the Deputy Director for Administration
Chief : Col. L. K. White (Acting)
Symbol : DD/A
Mission : The Deputy Director for Administration is in charge of all administrative support for the Agency.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to DD/A:

- (1) Cables addressed to DD/A by pseudonym.
- (2) Cables requesting major administrative support, registering complaints, or reporting outstanding achievement in the administrative field.
- (3) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cordfile as being of interest to DD/A.

b. Initially, no distribution is made to DD/A on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

- (1) Cables concerning purely routine administration.
- (2) Cables bearing indicators which by direction limit distribution to specific offices among which DD/A is not named.
- (3) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

DD/A Registry Room 227 Administration Building
Note: DD/A cables on which DCI, D/DCI are included on distribution are delivered simultaneously with the delivery of DCI and D/DCI copies.

3. CABLE LIAISON OFFICER.

25X1

25X1A

[Redacted Box]

227 Administration Building

Ext.

[Redacted Box]

Unit : Auditor-in-Chief
Chief : 25X1A
Symbol : Auditor-in-Chief
Mission : Audits confidential funds and Agency property.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to the Auditor:

(1) Cables concerning auditing, or need for auditing, of confidential funds or Agency property.

(2) Cables reporting loss or suspicion of misuse or misappropriation of either funds or property.

(3) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to the Auditor-in-Chief.

b. Initially, no distribution is made to the Auditor-in-Chief on cables described below. Copies of these cables may be made available upon approval of the DE/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which the Auditor-in-Chief is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

Audit Registry Room 2104 Eye Building

3. CABLE LIAISON OFFICER.

25X1A

2106 Eye Building

25X1

Unit : Comptroller's Office

Chief : 25X1A

Symbol : Comptroller

Mission : Performs budgetary, accounting, financial, fiscal and disbursing activities for the Agency; examines vouchers and is responsible for organization and methods.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to the Comptroller:

(1) Cables concerning policies or problems involving budget preparation, accounting, fiscal, disbursing or voucher examination.

(2) Cables dealing with important problems or policies relating to Agency financial and budgetary operations.

(3) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cutoffs as being of interest to Comptroller.

b. Initially, no distribution is made to Comptroller on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Comptroller is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

Comptroller Registry

Room 209

Central Building

3. CABLE LIAISON OFFICER.

25X1A

209 Central Building

Ext.

25X1

Unit : Budget Division, Comptroller's Office

Chief : 25X1A

Symbol : Comp/BD

Mission : Performs, on behalf of the Comptroller, all covert budgetary coordination with the BD/P complex.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to Comp/BD:

(1) Cables concerning budget preparation, allotment of funds including project funds; reports on expenditures, questions as to which allotment account or project to charge; and adjustments of approved funds.

(2) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to Comp/BD.

b. Initially, no distribution is made to Comp/BD on cables described below. Copies of these cables may be made available upon approval of the BD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Comp/BD is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

Comp/BD Registry Room 1708 J Building

3. CABLE LIAISON OFFICER.

25X1A

1706 J Building

Ext.

25X1

Unit : Medical Office

25X1A

Chief :

25X1A

Symbols :

C/MS and

Mission :

Develops, prepares and executes the Agency medical program and provides required medical service and support to Agency activities.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Two copies of each cable described below are distributed to the Medical Office under the symbols C/MS and

25X1A

25X1A

(1) Cables addressed to
by pseudonym.

25X1A

(2) Cables slugged

(3) Cables slugged:

(a) "EXBAT/" (action)

(b) "KAPCI/" (action)

25X1A

25X1A

(4) Cables requesting medical support, reporting complaints or outstanding achievements in the medical field.

(5) Cables reporting illness of any nature of staff personnel or contract employees.

(6) Cables reporting or concerning evacuation or separation of personnel for medical reasons.

(7) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to the Medical Office.

b. Initially, no distribution is made to the Medical Office on cables described below. Copies may be made available upon approval of the DD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Medis is not named.

S-E-C-R-E-T

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(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables distributed to C/MS are delivered to:

C/MS Registry Room 120 Central Building

b. Cables distributed to Madie are delivered to:

Madie Registry Room 1303 J Building

25X1

3. CABLE LIAISON OFFICERS.

a. For C/MS: 120 Central Building Ext.

b. For Madie: 1303 J Building Ext.

25X1A

25X1A

S-E-C-R-E-T

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17 August 1953

Unit : Central Processing Branch
Chief : Mr. 25X1A
Symbol : CFB
Mission : Coordinates, under supervision of PDC, all matters relating to travel clearances, travel, shipment of personal effects; reviews travel orders of Agency personnel traveling to or from the field.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to CFB:

- (1) Cables requesting and granting current travel clearances.
- (2) Cables reporting or requesting information on shipments of personal effects.
- (3) Cables concerning travel orders.
- (4) Cables reporting or requesting procedural and policy guidance on travel and travel clearance matters.
- (5) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat certificate as being of interest to CFB.
- (6) Cables relating to staff personnel travel when such travel necessitates Headquarters processing.

b. Initially, no distribution is made to CFB on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

- (1) Cables bearing indicators which by direction limit distribution to specific offices among which CFB is not named.
- (2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

CFB Registry

Room 1102

Eye Building

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3. CABLE LIAISON OFFICER.

[Redacted]

1114 Eye Building

Ext.

[Redacted]

25X1

25X1A

Unit : Finance Division
Chief : 25X1A
Symbol : FD
Mission : Handles, on behalf of the Comptroller, pay and allowance matters for cover personnel; obligations and transfers of money to, from and between overseas stations.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Two copies (plus one for each pay record affected) of each cable described below are distributed to FD:

(1) Cables slugged:

(a) (action)

(b) (action)

(2) Cables pertaining to the following will be distributed to FD for action:

(a) Cables pertaining to change of funds custodianship, loss or shortage of funds, preparation or submission of financial accounts, and inquiries concerning the classification of fiscal regulations or instructions.

(b) Cables containing inquiries or information pertaining to status of payroll, allowances, travel, and other financial accounts; and to deposits, advances, per diem, and personal claims.

(c) Cables pertaining to leave balances, retirement, tax deductions, designations of insurance and bank allottee or changes thereof.

(d) Cables pertaining to deductions for (but not general information or inquiries regarding) hospitalization, life insurance, Credit Union.

(e) All cables which are in reply to outgoing cables prepared by the Finance Division.

(3) Cables concerning the following with references to staff personnel (except for military personnel which will be handled by MPD):

(a) PCS, EOD, and DCO (infield).

(b) Promotion, demotion, death.

(c) Satisfactory performance reports on contract personnel.

(5) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to FD.

b. Initially, no distribution is made to FD on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which FD is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

FD Registry

Room 2102

Ego Building

3. CABLE LIAISON OFFICER.



2000 Ego Building

Ext.



25X1

25X1A

Unit : Office of the General Counsel
Chief : Mr. Lawrence R. Houston
Symbol : Gen Coun
Mission : The General Counsel is responsible for all legal and legislative affairs of the Agency.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy of each cable described below is distributed to the General Counsel:

(1) Cables involving legal matters or raising legal questions, both covert and overt, or concerning retirement claims, compensation claims, agent benefits.

(2) Cables concerning the legal relationship of CIA to its proprietary interests.

(3) Cables concerning Congressional matters and legislative information of any type which relates to CIA functions or personnel. This includes trips of Congressmen, both separately and as committees.

(4) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to Gen Coun.

b. Initially, no distribution is made to Gen Coun on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Gen Coun is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

Gen Coun Registry

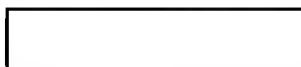
Room 317



25X1

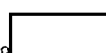
3. CABLE LIAISON OFFICER.

25X1A



349 South Building

Ext.



25X1

Unit : Logistics Office

Chief : 25X1A

Symbol : LO

Mission : Performs and supervises Agency functions relating to supply, purchase, storage, and transportation of Agency personnel and equipment. Supervises Agency functions concerning real estate purchases and overseas construction. Performs planning and coordination for logistical procurement and supply functions.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Three copies of each cable described below are distributed to LO:

- (1) Cables concerning purchase, supply and storage.
- (2) Cables concerning overseas construction and acquisition of real estate, excluding warehouses.
- (3) Cables concerning policy on Agency transportation (excluding operational ships and aircraft).
- (4) Cables concerning logistical planning and requirements.
- (5) Cables mentioning or related to Western Arms, Inc., Ippo, or other Agency activities concerning foreign procurement of arms and ammunition.
- (6) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to LO.

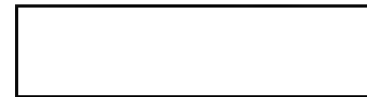
b. Initially, no distribution is made to LO on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

- (1) Cables bearing indicators which by direction limit distribution to specific offices among which LO is not named.
- (2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

IO Registry



25X1

3. CABLE LIAISON OFFICER.



1-40 Quarters Eye



25X1

25X1A

Unit : Logistics Office, Transportation Division
Chief :
Symbol : LO/TD 25X1A
Mission : Arranges for and obtains, on behalf of the Logistics Office, travel accommodations for personnel and personal baggage to and from overseas stations.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Two copies of each cable described below are distributed to LO/TD:

- (1) Cables requesting and granting travel clearance.
- (2) Cables containing shipping instructions or inquiries.
- (3) Cables requesting travel orders or changes to orders previously issued.
- (4) Cables reporting HFA and ETD information.
- (5) PCS travel to and from Washington.
- (6) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat schedule as being of interest to LO/TD.
- (7) Cables slugged (action).

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b. Initially, no distribution is made to LO/TD on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

- (1) Cables bearing indicators which by direction limit distribution to specific offices among which LO/TD is not named.
- (2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

LO/TD Registry

Room 1506

Eye Building

25X1A

3. CABLE LIAISON OFFICER.

1-40 Quarters Eye

Ext.

25X1

25X1A

Unit : Personnel Office, Personnel Division Covert and
Military Personnel Division
Chief :
Symbol(s) : PDC and MPD
Mission : Develops, prepares and executes Agency personnel pro-
grams (except training) and advises Agency officials
on all matters of personnel policy.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy (plus one copy for each individual affected) of each cable described below is distributed to PDC, or MPD as appropriate.

- (1) Cables concerning personnel assignment or slotting.
- (2) Cables concerning staffing requirements, estimates, or T/O's.
- (3) Cables concerning personnel, promotions, injury, illness, death, allowances, home leave, tours of duty, transfers, insurance, mili-
tary orders, or personal service contracts.
- (4) Cables containing cryptonyms or pseudonyms listed in the
Cable Secretariat cardfile as being of interest to PDC and/or MPD.
- (5) Cables requesting current travel clearances.
- (6) Cables concerning travel orders or relating to personal travel.
- (7) Cables reporting or requesting procedural and policy guidance,
on travel and clearance matters.

(5) (8) Cables concerning T/O following are distributed to MPD:
(a) PCS, EOC, promotion, demotion, and death of Agency
military personnel.

(b) Pay and allowances of Agency military personnel.

b. Initially, no distribution is made to PDC, MPD on cables described
below. Copies may be made available upon approval of DD/P or the action
unit.

- (1) Cables bearing indicators which by direction limit distribu-
tion to specific offices among which PDC or MPD is not named.

(2) Cables containing operational and operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables distributed to PDC are delivered to:

PDC Registry Room 1133 Eye Building

b. Cables distributed to MPD are delivered to:

MPD Registry Room 1201 Eye Building

25X1

3. CABLE LIAISON OFFICERS.

a. MPD: [REDACTED] 1004 Eye Building

b. PDC: [REDACTED] 1133 Eye Building

25X1A

25X1A

Unit : Security Office
Chief : Col. Sheffield Edwards
Symbol : SO
Mission : Prepares and executes the Agency's security program,
and performs certain special security inspection functions.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. Two copies of each cable described below are distributed to SO:

(1) Cables addressed to the Chief of Security by pseudonym, or to SO by cryptonym.

(2) Cables slugged

25X1A

(3) Cables concerning actual or probable security violations, security breaches or compromise committed by staff personnel.

(4) Cables concerning non-operational security policies and procedures.

(5) Cables concerning security investigations, inspections, surveys, reports, personnel clearances pertaining to staff personnel, or the entry of aliens.

(6) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to SO.

(7) Cables slugged:

(a) (action)

(b) (action)

(c) (action)

25X1A

b. Initially, no distribution is made to SO on cables described below. Copies may be made available upon approval of the DR/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which SO is not named.

25X1 (2) Cables concerning security practices which are normally handled by

(3) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

SO Registry

Room 2507

Eye Building

3. CABLE LIAISON OFFICER.

2701 Eye Building

Ext.

25X1

25X1A

SECRET
Security Information

CABLE DISTRIBUTION GUIDE

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THIS CIRCULAR, ON THE 17th of 1961, WILL BE

SECRET
Security Information

BEST COPY
Available

CABLE SECRETARIAT

S-E-C-R-E-T
Security Information

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17 August 1953

FOREWORD

The Central Intelligence Agency in the fulfillment of its mission corresponds by cable with many people in many distant parts of the world.

It is imperative that these cables be processed by the Cable Secretariat with a minimum of delay and that Analysis, Intelligence, and Classification copies of such cables be distributed with as little variation in distribution as practicable within the "Need to Know" criterion.

The information contained herein is intended to supplement the knowledge and experience of the persons assigning and reviewing distribution and to serve as basic guidance in arriving at a considered decision in each instance. The final decision rests, as it must always, upon the experience and knowledge of each person in the Cable Secretariat.

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SECRET

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AUG 31 1953

MEMORANDUM FOR: Cable Secretariat

SUBJECT: Cable Distribution for Personnel Office

1. The current reorganization of the Personnel Office requires a revision of the Cable Distribution Guide, insofar as it pertains to that Office. Accordingly, there is attached a proposed revision of Section VI of the Guide, to replace pages 90, 91, 99 and 100.

2. It is requested that this change be made effective as of 1 September 1953.

15/
L. K. White
Acting Deputy Director
(Administration)

PRDS/RSP;sm (24 Aug 53)

Distribution:

- ✓ 2 - DD/A chrono & sub: "COMMUNICATIONS"
- 1 - RPDS
- 1 - OPD chrono
- 1 - OPD Reading

SECRET

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Security Information

SECRET

Security Information

Unit : Personnel Office

25X1A Chief :

Symbol : PERS

Mission : The Personnel Office develops and administers the Agency's personnel program, including the formulation of personnel policies and regulations, advising and assisting operating officials on all matters of personnel administration, evaluating all phases of personnel management in the Agency, and providing a variety of personnel and related services for Agency personnel and components.

1. CABLE DISTRIBUTION REQUIREMENTS.

a. One copy (plus one copy for each individual affected) of each cable described below is distributed to the Personnel Office.

- (1) Cables concerning staffing requirements, estimates, or T/O's.
- (2) Cables concerning personnel assignment or slotting.
- (3) Cables relating to the personal status of staff agents, contract agents and contract employees.
- (4) Cables relating to the personal status of Agency military personnel.
- (5) Cables concerning personal service contracts, including covert contracts.
- (6) Cables concerning promotions, transfers, rotation, home leave, and tours of duty.
- (7) Cables concerning allowances and differentials, insurance, claims, or injury, illness, or death of Agency personnel.
- (8) Cables containing cryptonyms or pseudonyms listed in the Cable Secretariat cardfile as being of interest to the Personnel Office.
- (9) Cables requesting and granting current travel clearances.
- (10) Cables reporting or requesting information on shipments of personal effects.
- (11) Cables concerning the STD and LTA of Agency personnel.
- (12) Cables concerning travel orders.

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Security Information

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(13) Cables requesting procedural and policy guidance on travel and travel clearance matters.

(14) Cables relating to staff personnel travel when such travel necessitates Headquarters processing.

b. Initially, no distribution is made to the Personnel Office on cables described below. Copies of these cables may be made available upon approval of the DD/P or the action unit.

(1) Cables bearing indicators which by direction limit distribution to specific offices among which Personnel is not named.

(2) Cables containing operational or operational administrative information.

2. DELIVERY INSTRUCTIONS.

a. Cables are delivered to:

Personnel Office

Room 29-223

Curie Hall

3. CABLE LIAISON OFFICERS.

a. Principal -

b. Alternate -

25X1A

SECRET

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TRANSMITTAL SLIP		
26 August 1953 (Date)		
TO: Colonel White		
BUILDING	ROOM NO.	
REMARKS: The attached changes in the Cable Distribution Guide recommended by the Personnel Office include elimination of separate distribution to the Central Processing Branch plus minor changes in the detailed requirements. [] concurs that these should be approved.		
Recommend signature. 25X1A		
[]		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8
SEP 1946

16-55208-1 GPO